



## Department of Energy

Official File

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

ENVIRONMENT, FISH AND WILDLIFE

June 13, 2003

In reply refer to: KEWS-4

Dear Fish and Wildlife Contractor,

In March of this year, the Bonneville Power Administration (BPA) conducted the first of a series of workshops as part of an ongoing effort to streamline and improve our fish and wildlife contracting process to make it less burdensome for you and more cost-effective. At that time we said we would hold another round of workshops in June or July to share our ideas for improvements and to ask for your input. Accordingly, you are invited to attend a contractor workshop hosted by BPA's Fish and Wildlife Division to discuss proposed changes to BPA's fish and wildlife contracting procedures. The workshop, which will be held at several locations on different dates, has basically the same agenda at each location. Topics for discussion include:

- Review of March contractor workshops, update on progress and opportunities for contractor involvement
- Multi-year contract and budget strategy
- Fiscal year-end accrual estimate activity
  - \* Review of accruals and why they are important
  - \* Draft letter and instructions for FY03 year-end estimates
- Work schedules (Exhibit A revisited)
- Invoice minimum requirements and policies; changes for FY04 and beyond
- Role of BPA Contracting Officers (COs) versus Contracting Officer's Technical Representatives (COTRs)
- Contract closeout procedures
- Summary and next steps

The workshop format will be interactive, with time allowed for questions and answers. Immediately following each workshop, BPA will offer individualized follow-up sessions with those entities that would like to discuss their specific contracts in more depth. Individualized sessions must be scheduled in advance.

Note that there is no phone bridge for any of the workshops. We are, however, offering videoconference options for some locations.

The workshop schedule is as follows:

- July 8, 2003  
Boise, Idaho  
*Red Lion Parkcentre Suites, 424 E. Parkcenter Blvd (208-342-1044)*  
9:00 a.m. – 12:00 p.m.  
1:00 p.m. – 5:00 p.m. Individualized Follow-Up Sessions\*  
\*(1 and 2 hour segments available)
- July 14, 2003  
LaGrande, Oregon  
Eastern Oregon University Videoconferencing Facility  
**NOTE: Please contact Molly Moreland at 503-230-3501 or [mrmoreland@bpa.gov](mailto:mrmoreland@bpa.gov) to arrange a videoconference connection to your location. Arrangements must be made by June 27<sup>th</sup>.**  
9:00 am – 12:00 pm  
1:00 p.m. – 5:00 p.m. Individualized Follow-Up Sessions\*  
\*(1 and 2 hour segments available)
- July 17, 2003  
Portland, Oregon  
*Portland Conference Center, 300 NE Multnomah, (503-239-9921)*  
9:00 am – 12:00 pm  
1:00 p.m. – 5:00 p.m. Individualized Follow-Up Sessions\*  
\*(1 and 2 hour segments available)
- July 21, 2003  
Montana (videoconference)  
**NOTE: Please contact Molly Moreland at 503-230-3501 or [mrmoreland@bpa.gov](mailto:mrmoreland@bpa.gov) to arrange a videoconference connection to your location. Arrangements must be made by June 27<sup>th</sup>.**  
9:00 a.m. – 12:00 p.m.  
1:00 p.m. – 5:00 p.m. Individualized Follow-Up Sessions\*  
\*(1 and 2 hour segments available)
- July 22, 2003 – focused on Tribal issues  
Spokane, Washington  
*Quality Inn, 7919 N. Division (509-467-4900)*  
9:00 am – 12:00 pm  
1:00 p.m. – 5:00 p.m. Individualized Follow-Up Sessions\*  
\*(1 and 2 hour segments available)

- July 23, 2003 – focused on Federal agencies

Portland, Oregon

BPA, 905 NE 11<sup>th</sup> Avenue, Videoconferencing Facility, Room 770☑

NW Fisheries Science Center Videoconferencing Facility, Seattle, WA☑

9:00 am – 12:00 pm

1:00 p.m. – 5:00 p.m. Individualized Follow-Up Sessions\*

\*(1 and 2 hour segments available)

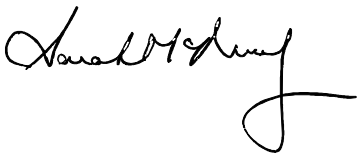
**NOTE: Please contact Molly Moreland at 503-230-3501 or [mrmoreland@bpa.gov](mailto:mrmoreland@bpa.gov) to arrange a videoconference connection to your location. Arrangements must be made by June 27<sup>th</sup>.**

☑ BPA and the NW Fisheries Science Center are Federal buildings. Please bring your Federal ID or a driver's license and allow adequate time for security check-in.

**IMPORTANT:** In order to ensure that enough space and materials are available for all participants, **you must pre-register for the workshops by June 27, 2003.** You may register by email: [mrmoreland@bpa.gov](mailto:mrmoreland@bpa.gov) or by phone: 503-230-3501. If you would like to schedule an individualized follow-up session for your organization, or arrange a videoconference link for July 14, 21 or 23, you must also make these arrangements by June 27<sup>th</sup> by contacting Molly Moreland either by email or phone.

The workshop agenda and materials will be posted on BPA's website ([http://www.efw.bpa.gov/cgi-bin/FW/Fish\\_Wildlife\\_Contracting\\_Workshops.cgi](http://www.efw.bpa.gov/cgi-bin/FW/Fish_Wildlife_Contracting_Workshops.cgi)) no later than July 2, 2003. Should you have any questions or comments, please contact Molly Moreland of BPA at 503-230-3501 or [mrmoreland@bpa.gov](mailto:mrmoreland@bpa.gov).

Sincerely,



Sarah R. McNary  
Director, Fish & Wildlife